



DEPARTMENT OF THE ARMY
HEADQUARTERS COMMAND, WARRIOR BRIGADE
Joint Readiness Training Center and Fort Polk
8129 Mississippi Avenue, Bldg 2263
Fort Polk, Louisiana 71459-5446

AFZX-HC-CO

1 January 2006

MEMORANDUM FOR Warrior Brigade

SUBJECT: Policy Letter 1-5, Safety

1. It is important that Commanders and leaders at every level be proactively involved in every aspect of our safety program.
2. Standards: Unit commanders will develop SOPs, techniques and practices that imbed safe operating procedures in daily activities. There is only one standard taught and enforced for peacetime or war. Tasks and missions executed to Army standards set the environment for safety consciousness. Remember that safe operations preserve our fighting potential.
3. Accident Prevention. Accident prevention is our number one safety priority. Accidents are prevented through risk assessments, SOPs, and common sense management at the lowest levels, one leader in charge, directing operations, and cognizant of what the others are doing. Enforce the use of required protective clothing (e.g., goggles, gloves, hearing protection, and proper footwear). Be aware of weather conditions and always do what is right. Heat and live fire training are the two biggest dangers at Fort Polk. Risk assessments are required for all training events.
4. Training. Commanders appoint a hospital and battalion safety representative and company level safety officers. Appointed soldiers are trained by the Post Safety Officer, preferably before their duties begin, but absolutely NLT two months after assuming duties. Contact the Post Safety Officer at ext. 2752 to schedule this training. Integrate safety awareness into training schedules and conduct periodic safety assessments of areas such as motor pools, field sites, billets and workspaces. Leaders validate the conduct of risk assessments and the enactment of appropriate mitigation measures before, during, and after all individual task training events, collective task training events, and live fire training events.
5. Accident Reporting. Report recordable accidents through the Brigade S1 to the Post Safety Office NLT seven working days after the accident. If warranted, collateral reports are separate reports in the event that UCMJ action is required.
6. Inspections. Commanders maintain the standards IAW JRTC and Fort Polk Regulation 20-1. The Warrior Brigade S1 is the proponent to check standards maintained during command inspections.